

TOPIC 4: SPECIAL PAY

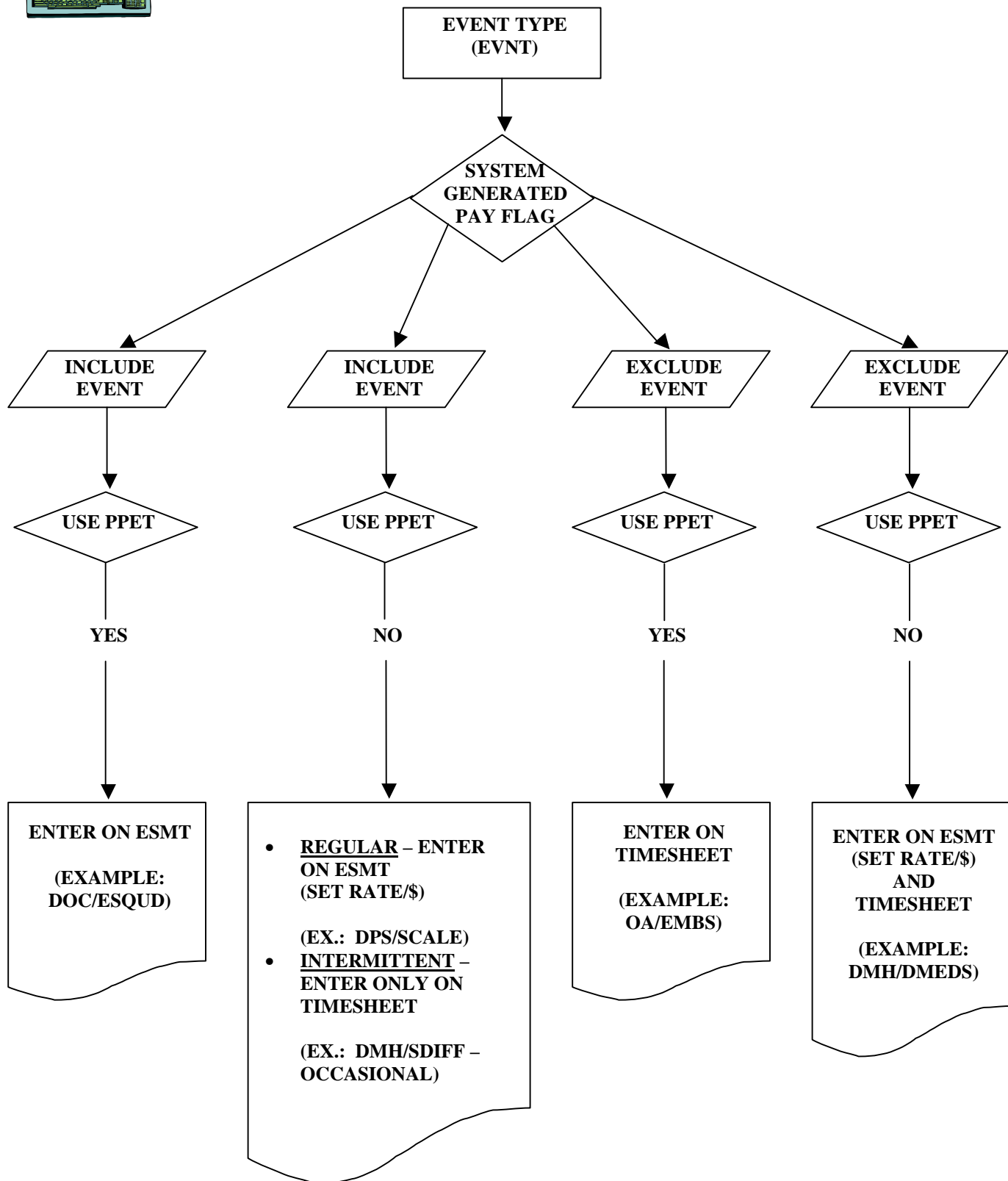
The purpose of this topic is to inform the agencies of the special pay event processing options available to employees of the State of Missouri. It also describes the effect of special pay events on an employee's net pay.

At the end of this topic, you will be able to:

- Describe a special pay event
- Process a special pay event



SPECIAL PAY PROCESS FLOW





SPECIAL PAY

The State of Missouri has identified a need to process special pay events. In the SAM II HR/Payroll System, special pay events are defined as pay that is separate from the employee's regular or base pay. The system is set up to automatically separate these different types of pay, and therefore agencies can easily track these special pay amounts. Each special pay event is added to the employee's paycheck but is separate from the base pay.

The special pay events that are available to employees of the State of Missouri (according to the employee's Pay Policy) are listed below:

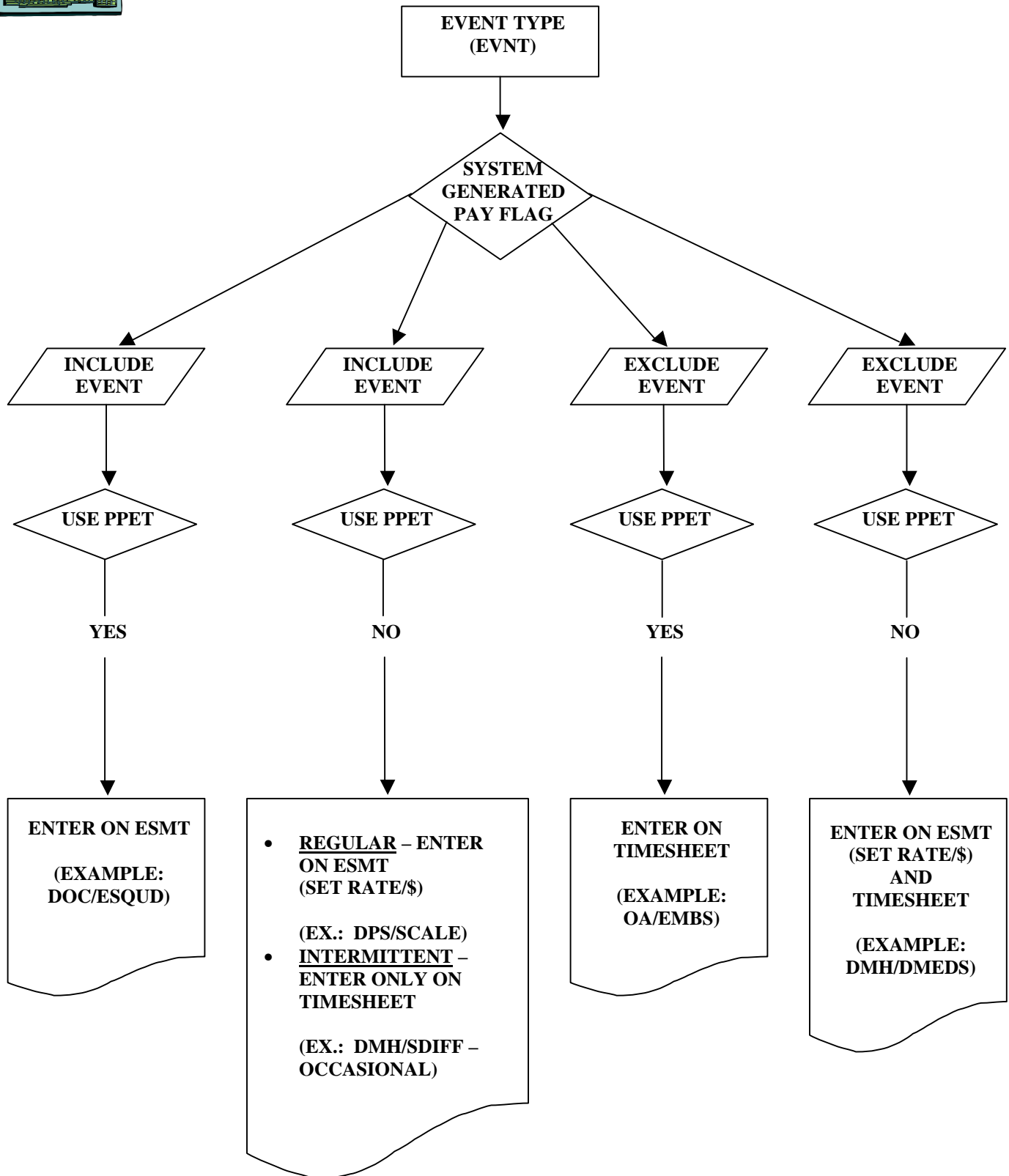
- Tower Climb Differential; Shift Differential; Board Certification; Security Differential; Dispensing Meds; Emergency E-Squad; Exam Monitor; On Call; Extra Road Work; Emergency Response - Phone; Emergency Response - Pager

These special pay events are processed on the Employment Status Maintenance (ESMT) window and/or the employee's timesheet. The underlying table set-up of the Event Type (EVNT) table dictates the processing necessary for the particular special pay event. The important fields to consider on the Event Type (EVNT) table include:

1. If **SYSTEM GENERATED PAY – INCLUDE EVENT** is selected, the pay event is entered on either the employee's ESMT or the employee's timesheet. If the employee receives the special pay on a standard basis, the pay event is entered on the ESMT. If the employee receives the special pay on an intermittent basis, the pay event is entered on the employee's timesheet.
 2. If **SYSTEM GENERATED PAY – EXCLUDE EVENT** is selected, the pay event is entered on the employee's ESMT and/or the employee's timesheet.
- If **USE PAY POLICY EVENT TYPE RATE** field is set to "YES", the special pay event is entered on the employee's timesheet only. These special pay events are considered to be table driven because a standard amount or rate is established on the Pay Event Type (PPET) table.
 - If **USE PAY POLICY EVENT TYPE RATE** is set to "NO", if the pay event is a dollar amount then it must be entered on the employee's ESMT and the employee's timesheet. If the pay event is a percentage of another type of pay then the system looks to PPET for the rate and then it only has to be entered on an employee's timesheet.



SPECIAL PAY PROCESS FLOW





SPECIAL PAY

For employees who receive special pay on a regular basis (every pay period), the SAM II HR/Payroll System establishes those employees with a standard rate. This standard rate is entered on the employee's ESMT as either a dollar amount or a percent. The system automatically generates the employee's base pay as well as the special pay event. No timesheet entries are required.

However, employees who receive intermittent special pay require a timesheet entry(s) for the hours worked for the special pay. The CPER looks at the percent or amount of special pay established on the ESMT and calculates the amount of the hours worked to the employee's paycheck. (Example: An employee worked 40 hours on the day shift the first week of a pay period and 40 hours on the night shift the second week of a pay period. The system generates the employee's base pay, and the entered timesheet generates 40 hours of Shift differential pay.)

Refer to the appendix at the end of this manual for a listing of special pay events.

Let's work through some detailed scenarios to help you see how this process will work in the "real world".



EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 41 - 0001 Appointment ID: ☐ Alternate ID: ☐

Prefix: ☐ First: JOYCE Middle: J Last: MEISTER Suffix: ☐

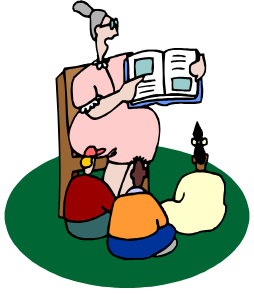
Effective Date: 04 / 01 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

| | Pay Type | A / P Ind | Amount / Percent | Effective Date | Expiration Date |
|---|----------------------|-----------|------------------|----------------|-----------------|
| 1 | <input type="text"/> | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |



NOTES



SCENARIO

INTERMITTENT NON-TABLE DRIVEN SPECIAL PAY EVENT

Joyce J. Meister works for the Department of Mental Health and will occasionally dispense medications. Since Joyce does not dispense medication on a regular basis, a timesheet must be entered to establish hours to be paid. Before Joyce can be paid for these special pay events, the agency must establish this pay parameter on her Employment Status Maintenance (ESMT) transaction. Once it is established on the ESMT, the event type would need to be entered on a timesheet since it is not a system generated pay event.

Joyce worked 10 hours dispensing medications on February 1, 2001. The "DMEDS" pay event has been established on the EVNT window, as "EXCLUDE IN SYSTEM GENERATED PAY – EXCLUDE EVENT" and "USE PAY POLICY EVENT TYPE RATE - NO". Therefore a CPER must be entered to indicate 10 hours worked at this special pay.

The ESMT established the special pay event code "DMEDS" at a rate of \$72.80 a pay period. Joyce will receive an additional \$8.40 for the 10 hours worked for dispensing medication.

Since Joyce is an exception paid employee with a pay class that indicates she receives a pay period amount; all rates established for special pay must be pay period amounts. When the "DMEDS" pay event is added to the timesheet, the system will convert the pay period amount into an hourly amount as discussed in Topic 3 Pay Calculations.

How to turn the hourly amount into a pay period amount: Agency decides that 84 cents an hour should be paid to an employee for dispensing medications. Take the hourly amount and multiply it by 2080 to derive an annual amount then divide by 24 pay periods. ($0.84 \times 2080 = \$1747.20 / 24 = \72.80 .)

First, we will establish the pay event on her ESMT. Then we will enter it as a special pay event on a CPER.



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

| Employment Status Maintenance | | | | | | |
|--|-----------------|--------------|-----------------------|--------------------------------------|--------------------------------------|--|
| Employee ID | 070 - 41 - 0001 | | Appointment ID | | Alternate ID | |
| Prefix | First | Middle | Last | Suffix | | |
| | JOYCE | J | MEISTER | | | |
| Effective Date | 02 / 01 / 01 | | Expiration Date | 99 / 99 / 99 | | |
| | | | Original Appt Date | 04 / 01 / 00 | | |
| Job Assignment | | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark | |
| Personnel Action / Reason | | SALRY / S23 | | Job Status | P | |
| Employment Status | | 1 | | | | |
| Assignment Information | | | | | | |
| Agency | 650 | Organization | BE00 | EEO Full-time | Union Member | |
| Position Number | SP04W01 | % Full-time | 1.0000 | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes | |
| Table Driven Pay | | Step | F | <input type="radio"/> No | <input type="radio"/> No | |
| <input checked="" type="radio"/> Use Table | | | | <input type="radio"/> N/A | <input checked="" type="radio"/> N/A | |
| <input type="radio"/> Do Not Use Table | | | | Union Affiliation | | |
| <input type="radio"/> Selection Required | | | | | | |
| Application Information | | | | | | |
| Applicant ID | - - | | Job Notice ID | | | |



NOTES



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Let's access Joyce's ESMT and establish pay parameters for DMEDS.

Step 1 To open ESMT from the SAM II Desktop Navigator window, click on the Go To icon. Type **ESMT** in the **CODE**. Click on the Open button.

Step 2 Populate the following fields on the header section of the ESMT.

EMPLOYEE ID – Required. Enter the employee's social security number. See **STUDENT CARD**.

Select **DISPLAY: BROWSE DATA**. The information for Joyce should now be displayed.

Step 3 Populate the following field on the Header portion of the ESMT.

EFFECTIVE DATE – Type **02/01/01**.

Step 4 Populate the following fields on the Job Assignment panel of the ESMT.

PERSONNEL ACTION – Required. Enter the appropriate personnel action code. Type **SALRY**.

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. Type **S23**.

Step 5 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Conditional. Enter the type of pay (e.g., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If "Use Table" was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee's base pay. If "Use Table" was selected, pay type represents additional types of pay above base pay. Type **DMEDS**.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are "A" for amount and "P" for percent. An entry is required if the "Use Table" was not selected on the Job Assignment panel of the ESMT and "Pay Type" represents base pay. Type **A**.



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 41 - 0001 Appointment ID: ☐ Alternate ID:

Prefix: First: JOYCE Middle: J Last: MEISTER Suffix:

Effective Date: 02 / 01 / 01 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

Job Assignment Dates Assignment Attributes **Pay Parameters** Certificate/Remark

| | Pay Type | A / P Ind | Amount / Percent | Effective Date | Expiration Date |
|---|----------------------|-----------|------------------|----------------|-----------------|
| 1 | DMEDS | A | 72.80 | 02 01 01 | 99 99 99 |
| 2 | <input type="text"/> | | | | |
| 3 | | | | | |
| 4 | | | | | |



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MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Step 5 Continue to populate the fields on the Pay Parameters panel of the ESMT.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified, otherwise, leave blank. Type 72.80.

Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee). The amount that is entered is the amount that will be paid.

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered, otherwise, leave blank. Type 02/01/01.

EXPIRATION DATE – Optional. This field defaults to 99/99/99, however, an entry can be made if an expiration date is relevant.

Step 6 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, messages will appear in the yellow message bar at the bottom of the transaction window telling you that your approvals have been applied, and additional approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 7 Close the ESMT transaction.

Now that you have established the Pay Parameter on the ESMT, let’s enter the appropriate event code on the Current Period Timesheet (CPT).



CURRENT PERIOD TIMESHEET (CPER)

Batch / Document Entry

Document Type:

View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan



NOTES



CURRENT PERIOD TIMESHEET (CPER)

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 Populate the following fields to create your CPER document.

ORGANIZATION – Required. This field is used to invoke any organization-specific Workflow rules. If an organization code is not entered, the document will be routed according to agency-wide rules. Valid values are found on the Organization (ORGN) window. Type **BE00**.

DOCUMENT ID – Required. Enter your agency-specific code (3-characters) in the first box of the Document ID field. The second part of the Document ID, the agency will enter their predefined prefix (4 character org code, plus pay period (01 through 24)) and the system will automatically assign the rest of the Document ID number. Each agency's predefined prefix is a maximum of 6 characters. Type **650 BE0003**.

AUTOMATIC DOCUMENT NUMBERING – Required. The “Automatic Document Numbering” feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created. **CHECK BOX**.

Step 3 Verify the **DOCUMENT ACTION** option is **NEW** and click **<OK>**.



CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 650 BE0003000203

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

| Event Date | Event Type | Amount |
|--------------|------------|--------|
| 02 / 01 / 01 | DMEDS | 10.00 |



NOTES



CURRENT PERIOD TIMESHEET (CPER)

Step 1 Populate the fields on the header portion of the CPER.

NAME – Inferred. This field displays the employee’s name.

EMPLOYEE ID – Required. Enter the employee’s Social Security Number. **SEE STUDENT CARD.**

APPOINTMENT ID – Optional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

INPUT TOTAL – Optional. This field is used to record the user’s count of the total hours being entered on this timesheet.

NOTE: Because the “Computed Input Total” field is not being used by the State of Missouri, any entry in the “Input Total” field will not be checked against the actual line by line entries made on the CPER.

COMPUTED INPUT TOTAL – This field is not applicable to the State of Missouri.

Step 2 Populate the fields on the **EVENT VIEW** panel of the CPER for the DMEDS event that Joyce worked on February 2, 2001. For each line of time or leave you enter, you are required to fill in the fields on this panel. At any one time you can view up to five lines.

EVENT DATE – Required. Enter the date of the pay event. Type **02/01/01.**

EVENT TYPE – Required. Enter the code designating the nature of the pay. Valid codes are found on the Event Type (EVNT) window. Type **DMEDS.**

AMOUNT – Required. Enter the number of hours and minutes of the pay event. This is entered as hours and minutes (i.e., 4.25 = 4 hours and 25 minutes). Type **10.**

You have now completed entering the special pay event information on the CPER. The next step is to edit and approve the CPER.



CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 650 BE0003000203

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

| Event Date | Event Type | Amount |
|--------------|------------|--------|
| 02 / 01 / 01 | DMEDS | 10.00 |



NOTES



CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the CPER you created.

Step 1 Select **Process: Edit**.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select **Process: Approve**.

Step 3 Close the CPER document.

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

In this class, the document is routed to the instructor's worklist. The instructor applies approvals by selecting **Process: Approve**. The document is now ready to be run.

Step 4 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

The CPER will be processed during the next Gross-to-Net Regular Pay Cycle.

Now, let's look at a special pay event that is system generated.



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 42 - 0001 Appointment ID: Alternate ID:

Prefix: First: JEFF Middle: Last: NALLY Suffix:

Effective Date: 04 / 01 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

[Assignment Information](#)

Agency: 650 Organization: BE00 EEO Full-time: ☒ Yes Union Member: ☐ Yes

Position Number: SP04W02 % Full-time: 1.0000 ☐ No ☐ No

Table Driven Pay: ☒ Use Table Step: F ☐ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☐ Selection Required

[Application Information](#)

Applicant ID: Job Notice ID:



NOTES

SCENARIO

SYSTEM GENERATED SPECIAL PAY EVENT

Jeff Nally is a Registered Nurse with the Department of Mental Health. Jeff previously worked first shift but has accepted a new assignment as a third shift nurse. He needs to be set up in the SAM II HR/Payroll System with a Shift Differential (SDIFF) permanent pay parameter beginning February 1, 2001. The special pay event would be established at 9% of his regular pay. Since this needs to be an ongoing pay event, you want to make sure that the Pay Event Type is System Generated. To determine this, be sure to check the event type on the Event Type (EVNT) window.

The only step that is required is a modification of Jeff's ESMT to include the SDIFF pay parameter at 9%. Since this is system generated, no special pay event will need to be entered on a timesheet.

NOTE: For special pay events that are included in System Generated Pay and are recorded as a percentage of the employee's gross pay, the special pay event is recorded on the employee's ESMT. If the employee's salary changes, the percent amount identified on the ESMT does not have to be adjusted.

Let's modify Jeff's ESMT to reflect his new pay event.



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 42 - 0001 Appointment ID: Alternate ID:

Prefix: First: JEFF Middle: Last: NALLY Suffix:

Effective Date: 02 / 01 / 01 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: SALRY / S23 Job Status: P Employment Status: 1

[Assignment Information](#)

Agency: 650 Organization: BE00 EEO Full-time: ☒ Yes Union Member: ☐ Yes

Position Number: SP04w02 % Full-time: 1.0000 ☐ No ☐ No

Table Driven Pay: ☒ Use Table Step: F ☐ N/A ☒ N/A Union Affiliation:

☐ Do Not Use Table ☐ Selection Required

[Application Information](#)

Applicant ID: Job Notice ID:

Employment Status Maintenance

Employee ID: 070 - 42 - 0001 Appointment ID: Alternate ID:

Prefix: First: JEFF Middle: Last: NALLY Suffix:

Effective Date: 02 / 01 / 01 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

| | Pay Type | A / P Ind | Amount / Percent | Effective Date | Expiration Date |
|---|----------|-----------|------------------|----------------|-----------------|
| 1 | SDIFF | P | .09 | 02 01 01 | 99 99 99 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |



MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Let's access Jeff's ESMT and establish a pay parameter for SDIFF.

Step 1 To open ESMT from the SAM II Desktop Navigator window, click on the Go To icon. Type **ESMT** in the **CODE**. Click on the Open button.

Step 2 Populate the following fields on the header section of the ESMT.

EMPLOYEE ID – See **STUDENT CARD**.

Select **DISPLAY: BROWSE DATA**. The information for Jeff should now be displayed.

Step 3 Populate the following field on the Header portion of the ESMT.

EFFECTIVE DATE – Type **02-01-01**.

Step 4 Populate the following fields on the Job Assignment panel of the ESMT.

PERSONNEL ACTION – Type **SALRY**.

REASON – Type **S23**.

Step 5 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Type **SDIFF**.

A/P IND – Type **P**.

AMOUNT/PERCENT – Type **.09**.

EFFECTIVE DATE – Type **02/01/01**.

Step 6 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, messages will appear in the status bar telling you that your approvals have been applied and that additional approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 7 Close the transaction.



PENDING PAYMENT (PEND)

| Pending Payment | | | | | | | |
|------------------------------------|-----------------|-----------------|------------------------------|-------------------------|----------------------------|-------------|--|
| Name | | Employee ID | | Appointment ID | | | |
| <u>Identifying Information</u> | | | | | | | |
| Approve/Hold | Approve Payment | | Event Date | / / | | Pay Type | |
| Document | | Agency | | Component Sequence # | | | |
| Document # | | | Reverse / Replace Sequence # | | | | |
| Line # | | Sub-line # | | Retroactive Sequence # | | | |
| <u>Detail Information</u> | | | | | | | |
| Title / Sub-title | | / | Pay Rate ID | Override Minimum ID | | | |
| | | | Rate | Override Minimum Amount | | | |
| Input Amount | | FLSA Hours | | Supplemental Pay | | Regular Pay | |
| Contract Pay Amount | | FLSA Pay Amount | | | | | |
| <u>Accounting Distribution</u> | | | | | | | |
| Labor Distribution Override Option | | | Use Employee Assignment | | Labor Distribution Profile | | |
| Fund | | Agency | | Organization / Sub | / | Appr Unit | |
| Activity | | Function | | Object / Sub | / | Job | |
| Reporting Category | | Position Number | | | | | |



NOTES

PENDING PAYMENT (PEND)



The Pending Payment (PEND) window allows the Office of Administration, Division of Accounting (OA/ACC) to approve or hold a pending payment for an employee.

The SAM II HR/Payroll System establishes the current pay period and verifies the timesheet activity, which is processed through a Current Period Timesheet (CPER), Current Period Individual Timesheet (CITS), Group Timesheet (CREW) or Prior Period Timesheet (PPER). The system also checks if the employee is eligible for the event type and verifies the hours entered. The system then multiplies hours on the timesheet by the hourly wage to get gross pay and updates the Pending Payment (PEND) window. All activities, which result in payment that are recorded on an employee's timesheet, post to the PEND window.

Pending Payments are processed during the offline pay cycle process (Gross-to-Net). Once payroll runs and processes, pending payments are cleared and reflected in the system as past pay. These payments are no longer viewable on the PEND window.

Unapproved or Held Pending Payments not processed during the Gross-to-Net process remain on the PEND window until further action is taken.

The PEND window is used for the following activities:

1. Processing 1PAY or OPAY transaction creates PEND. PEND will be used for inquiry purposes since it holds the information processed in 1PAY or OPAY until the Time-to-Gross is run.
2. Employee pay backs and employee back pays that need to be postponed can be placed in a 'held' status using a PEND. This "held" action will be processed by OA Accounting. Agencies will only have viewing access.

The PEND window is not used for the following activities:

PEND entries are never deleted. Deleting of Pending Payments results in the loss of an audit trail. Therefore, instead of deleting a PEND entry, an offsetting entry must be entered on the same window.

Let's look at the PEND entry created by the timesheet we just entered for our employee with special pay.



PENDING PAYMENT (PEND)

| Pending Payment | | | | | | | |
|------------------------------------|-----------------|------------------|--------------------|-------------------------|------------------------------|-----------------|-------------------------|
| Name | | MEISTER, JOYCE J | | Employee ID | | 070 - 41 - 0001 | |
| Appointment ID | | | | | | | |
| Identifying Information | | | | | | | |
| Approve/Hold | Approve Payment | | | Event Date | 02 / 01 / 01 | | Pay Type |
| Document | CPER | | | Agency | 650 | | Component Sequence # |
| Document # | BE0000300000 | | | | Reverse / Replace Sequence # | | 00 |
| Line # | 0001 | | | Sub-line # | 00 | | Retroactive Sequence # |
| | | | | | | | 00 |
| Detail Information | | | | | | | |
| Title / Sub-title | | | | Pay Rate ID | N | | Override Minimum ID |
| | | | | Rate | 0.8400 | | Override Minimum Amount |
| | | | | | | | 0.00 |
| Input Amount | 10.00 | | | FLSA Hours | 0.00 | | Supplemental Pay |
| Contract Pay Amount | 8.40 | | | FLSA Pay Amount | 8.40 | | Regular Pay |
| | | | | | | | |
| Accounting Distribution | | | | | | | |
| Labor Distribution Override Option | | | | Use Employee Assignment | | | |
| Labor Distribution Profile | | | | | | | |
| Fund | Agency | | Organization / Sub | | Appr Unit | | |
| Activity | Function | | Object / Sub | | Job | | |
| Reporting Category | | | Position Number | | | | |

PENDING PAYMENT (PEND)



Step 1 To open a PEND from the SAM II Desktop Navigator window, click on the Go To button. Type **PEND** in the **CODE**. Click on the Open button.

Step 2 Populate the following fields to display your pending transaction.

EMPLOYEE ID – See **STUDENT CARD**.

Step 3 Select **DISPLAY: BEGINNING OF DATA**.

A pending transaction was created to add \$8.40 to Joyce's paycheck for 10 hours of dispensing medications.



ACTIVITY:

Vicki Boyd works for the Department of Mental Health on the first shift. Vicki's schedule has to change to a third shift schedule. She needs to receive a system generated special pay event for shift differential that reflects 9% of her annual salary effective at the beginning of the next pay period.

What steps would you need to take to make sure that her current paycheck and future paychecks accurately reflect this situation?

Al Wallace is a cook for the Department of Corrections. He has been asked to work for 10 days in a maximum-security facility. He is entitled to receive special pay for those 10 days. After 7 days, an emergency comes up and Al needs to be off work for 3 days. Unfortunately, he has no available leave and must take leave without pay. The 7 days of special pay and 1 day of leave without pay occurred in the current pay period. The other 2 days of leave without pay will occur in the next pay period.

What steps would you need to take to make sure that Al's paychecks reflect this situation?